

Tasking Memorandum No. 02-234

Memorandum For Cdrs DCMDs, DCMA CMOs

Subject: Marketing to Contractors for DCMA Deployment of Wide Area WorkFlow Receipt and Acceptance (WAWF-RA) (TASKING)

Date: March 14, 2002

Suspense Date: April 30, 2002

Target Audience: Cdrs DCMDs and CMOs

Requirement(s):

- **DCMA initiated Agency-wide deployment in February 2002.**
- Reference Information Memorandum 02-019.
- The "Paperless" Metric in the DCMA Performance plan is Performance Goal 2.4.1 "Increase the percentage of day-to-day contract administration activities conducted electronically Specifically, (2) increase electronic processing of DD 250s using Wide Area Workflow to 90%."
- To reach our goal we need to do the following:
 - District project leads need to contact and visit the top ten contractors and their CMOs in an effort to get them started.
 - CMO leads need to identify their high volume contractors from the attached list and contact them about using WAWF.
 - You should advise your contractors when you expect to be able to start processing receiving reports in WAWF-RA. A sample CMO Commander to contractor letter is attached.
 - Based on the Group Administrator and CMO WAWF-RA Project Leader training schedule we expect most of you to be ready to start processing receiving reports in WAWF in April 2002.
- A small number of WAWF-RA marketing brochures will be provided at the CMO lead training classes. Additional copies can be obtained by contacting Carol Albany at calbany@hq.dcma.mil or your district point of contact listed below.
- Contractors can obtain additional information at the DCMA e-invoicing page at www.dcma.mil (click on e-invoicing).
- Service Set is 4.4 Supplier Quality Assurance
- PLAS: Process Codes are: 085 Supplier Quality Assurance and 086 Schedule and Delivery Management.

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